

**DETERMINATION AND FINDINGS FOR  
SINGLE AVAILABLE SOURCE PROCUREMENT**

Agency: Child and Family Services Agency  
Caption: HSA Senior Business Analyst  
Proposed Contractor: Courage, LLC.  
Contract Number: DCRL-2018-T-0013

**FINDINGS**

**1. AUTHORIZATION:**

D.C. Official Code §2-354.04, 27 DCMR 1304, 1700 and 1701

**2. MINIMUM NEED:**

The Government of the District of Columbia, Child and Family Services Agency (CFSA, Agency), has a need for Courage, LLC (Courage) to provide services to ensure CFSA is in compliance with the Administration for Children and Families' (ACF's) regulations. The Administration for Children and Families (ACF) is a division of the US Government's Department of Health & Human Services.

**3. ESTIMATED FAIR AND REASONABLE COST:**

\$250,000.00

**4. FACTS WHICH JUSTIFY A SINGLE AVAILABLE SOURCE PROCUREMENT:**

- a) CFSA provides important services to promote the safety and well-being of children and families. The Agency coordinates public and private partnerships to preserve families through foster care, adoption, and child welfare services, and to protect children against abuse or neglect. Courage was selected as the highest rated vendor by CFSA, as a result of a competitive procurement in May 2017. The primary deliverable was the synthesizing of CFSA's Advanced Planning Guidance Update - requiring a unique set of skills for financial analysis, budgeting, software development, IT procurement, enterprise architecture, and DC government and IT expertise. Over the past 3 months Courage has provided executive guidance, assisted with planning CFSA's procurement, understanding CFSA's technology state, comprehending how the Comprehensive Child Welfare Information System's (CCWIS') federal regulations are applied, and delivered a steady stream of deliverables both planned and as needed ad-hoc by CFSA's Child Information Systems Administration (CISA).
- b) Courage's knowledge and expertise has led to CFSA being able to recover the funds of the initial award from the federal reimbursement process and plan to continue applying that expertise to continue the recovery of costs over the life of the project.

- c) Courage has exemplified stellar relationship building skills. As a result Courage has established an excellent rapport with clients, program staff and CISA. Courage's knowledge and skills has helped to elevate and draw positive attention to the CCWIS Program within CFSA as well as from the Federal oversight agency ACF. There will be no transition, delay or training required significantly reducing the risk to the \$70 million program (with \$35 million matched in Federal Funds).

Therefore, it is in the best interest of CFSA to procure the services, via sole source, from Courage, the current and only vendor that possesses the unique and singularly available capability deemed essential to meet CFSA's important services to promote the safety and well-being of children and families and to protect children against abuse or neglect in the District.

**5. CERTIFICATION BY AGENCY HEAD:**

I hereby certify that the above findings are true, correct and complete to the best of my knowledge.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Brenda Donald,  
Director, CFSA

**6. CERTIFICATION BY CONTRACTING OFFICER:**

I have reviewed the above findings and certify that they are sufficient to justify the use of the sole source method of procurement under the cited authority. I certify that the notice of intent to award a sole source contract was published in accordance with 27 DCMR 1304 and that no response was received.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Tara Sigamoni  
Agency Chief Contracting Officer

**DETERMINATION**

Based on the above findings and in accordance with the cited authority, I hereby determine that it is not feasible or practical to invoke the competitive bidding process under either Section 402 or 403 of the District of Columbia Procurement Practice Reform Act of 2010 (D.C. Law 18-371; D.C. Official Code §2-354.02 or 2-354.03). Accordingly, I determine that the District is justified in using the sole source method of procurement.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Tara Sigamoni  
Agency Chief Contracting Officer